



CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

CLASS:	Office Technician (T)
TENURE:	Permanent
TIME BASE:	Full-Time
SALARY:	\$2598 - 3157

POSITION:

Under the supervision of the Staff Services Manager I, the Office Technician independently performs a variety of the most difficult clerical duties for the Fiscal Services Unit, Business Services Unit, and Personnel Office for the State Treasurer's Office and Authorities.

DESCRIPTION OF ESSENTIAL DUTIES:

- Provides the clerical support to the Personnel Office such as originating correspondence and preparing statistical and summary reports; providing information to Department staff on Administration policies and procedures; assisting the Personnel Specialist by updating and filing documents in official personnel folders, maintaining records, reconciling differences, etc.; preparing job opportunity bulletins and examinations announcements; preparing and filing confidential information; and updating the Departmental employee history and AWS database as instructed. Provides clerical support to the Fiscal Services Unit including issuing of checks through the CalStars systems, reconciling monthly phone bills and compiling reports, logging incoming checks to the Fiscal Services Unit and preparing a daily report. Provides clerical support to the Business Services Unit including data entry, ordering forms from Office of State Printing, and filing.
- Performs mail/messenger duties in the mornings: opens, sorts, and distributes to the correct Division/Board, Commission or Authority, all U.S. Mail, Federal Express, United Parcel, interagency and intra-departmental mail; posts and delivers outgoing mail to the Post Office. Records and logs incoming and outgoing certified, registered and courier mail. Creates and maintains monthly mail service reports.
- Develops, reviews, updates, and implements office procedures; updates clerical support log instructions to ensure compliance with changing policies and procedures; updates manuals, laws and rules and policy manuals; files memos, letters and correspondence; and maintains the Administration computer public read drive by transferring files and updating bulletin sheets.
- Provides back-up duties to the receptionist by screening and directing correspondence, telephone calls, and visitors to appropriate personnel; updating mailing lists; delivers paper and other supplies; and other related duties.
- **THIS POSITION REQUIRES THE ABILITY TO LIFT UP TO 50 LBS.**

DESIRABLE QUALIFICATIONS:

- Ability to work cooperatively with others.
- Ability to use IBM Computer and Microsoft products.
- Ability to work under pressure and handle multiple priorities.
- Ability to communicate effectively.
- Willingness to follow a prescribed routine.
- Good attendance, neatness and personal appearance
- Courtesy and tact.

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and have SROA/Surplus eligibility as an Office Technician (T) may apply.

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply.

Please state the source of your eligibility (i.e., SROA or surplus employee). If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, list the number "820-200-1139-007" next to the classification on your application/resume, i.e., Office Technician (T) (820-200-1139-007).

FINAL FILING DATE:

Applications will be accepted **until filled**. Applications will be screened and only individuals with the best qualifications will be interviewed.

SUBMIT APPLICATIONS TO:

Judy Hansen
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE ANY QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

An affirmative action employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. The State Treasurer's Office complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact the State Treasurer's Office at (916) 653-3100 or TDD (916) 654-9922.